

## Chapter 2 Procedures

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## **Function Overview**

This section describes the key events to establish, maintain and inquire installation table records used for identifying all required processing codes, dates, standards, etc., and USERID records used by AGPS.

### **Installation Tables**

#### **Processing**

The installation database provides the system with various tables and counters that are used extensively throughout the system. Most of these tables are all maintainable and because of their impact on the operation of the system, it is strongly suggested that maintenance be the responsibility of the System Administrator.

The installation database includes information used by other +BHOL). This table is used to prevent key schedule dates from being scheduled on non-working days. Critical counters and other data are loaded in the Installation Table (BINS). Delivery regions are loaded in the Region Table (BREG). The procurement lead time necessary for processing purchasing documents are loaded into the Standards Table (BSTD). Code interpretations are loaded into and retrieved from the Tables Table (BTAB).

Maintenance of the Installation Database is restricted to the System Administrator. Access to the Installation Database is also restricted to the System Administrator except for the Tables Table (BTAB). Most users should be given inquiry access to the Tables Table.

Security is established and maintained with use of the Format Definition Table (FORT), Security Table (STAB) and Access Authorization Table (BAAT).

### **Agency Approvers**

#### **Processing**

There are four levels of approvals required during the purchasing process, requisition stage, pre-solicitation stage, pre-award stage and post award stage. The approval process is based upon a file (BAPV) of approving officials and the types of approvals they are authorized to effect. This file of approvers and their types of approvals was built partially from a survey of the agencies in the Department. This file of approvers is available for AGPS to choose approvers from as it needs to build approval records. As a document enters AGPS as a requisition and moves through the various phases of purchasing, AGPS will automatically pull approvers from the basic approval table, create approval records and associate them to the document by the document number. If a wildcard approver record exists in the basic approval table, this approver's record will be built each time lower level approvals are built. For example, if a basic approval record exists with a wildcard approval category of 301\* this approval record will be built each time a lower level approval record is created; e.g., 301110, 30111, or 3011. In the requisition phase, the requisition number is used to relate the approvals to the document. In the solicitation phase, the solicitation number is used to relate the approvals to the document. In the order phase, the order is used to relate the approvals to the document and so on.

The automatic approvals are based upon predetermined logic existing in various programs and are tied to critical data elements on the records. For example, as the requisition header is entered, AGPS will add organizational or agency approvals tied to the requisitioning agency number. Other approvals are tied to commodity codes being purchased.

### Security

#### Processing

Security in AGPS is comprised of System Security, Screen Security, Record Security and Data Element Security.

System Security is controlled by USERID and Password which are established and maintained in the STAB Table.

Screen Security is controlled by Security Groups established in the STAB Table and assigned to specific screens with use of the FORT Table.

Record and Data Element Security are controlled by use of Agency codes, Maintenance Indicator and Authorization assigned a USERID in the BAAT Table.

## 1 ESTABLISH AND MAINTAIN AGPS USERID

### 1.1 Maintain Security Table

#### Overview

The AGPS System Administrator has the responsibility to establish the USERID records for the USERID to be used for AGPS processing. This table establishes the USERID and security groups by USERID for AGPS processing. This is accomplished by use of STAB.

#### Inputs

- Required user ID (identification)
- Required security groups
- Required processing to be permitted by USERID and security group

#### Outputs

- Updated STAB Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine AGPS user requirements, USERID, security group(s) to be assigned and processing allowed by security group. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine USERID requirements.
  - b. You may, instead of a survey, wait until an agency identifies a USERID access requirement to establish Security Table record(s) then add the requirement with STAB.
2. Establish and maintain STAB records in AGPS.

##### ADMN 4: STAB

- a. If you are not in the STAB screen, type **STAB** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 15, Miscellaneous Processing, Security Processing, Chapter 2, Paragraph 1, System Security, process STAB records in AGPS.

##### 1.1 Add STAB Table

Cross-ReferenceSteps

- 1.2 Change STAB Table
- 1.3 Delete STAB Table
- 1.4 Inquire STAB Table

## 2 ESTABLISH AND MAINTAIN AGPS SCREEN ACCESS

### 2.1 Maintain Format Definition Table

**Overview** The AGPS System Administrator has the responsibility to establish screen access by users for AGPS processing. This table establishes the security groups by which access is provided to AGPS screens. This is accomplished by use of FORT.

**Inputs**

- Required screen ID
- Required security groups

**Outputs**

- Updated FORT Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS user screen access requirements, security group(s) to be assigned and screens access allowed by security group. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine USERID screen access requirements.
  - b. You may, instead of a survey, wait until an agency identifies a USERID screen access requirement to establish security groups for a specific screen then add the requirement with FORT.
2. Establish and maintain FORT records in AGPS.

#### ADMN 4: FORT

- a. If you are not in the FORT screen, type **FORT** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 15, Miscellaneous Processing, Security Processing, Chapter 2, Paragraph 2, Screen Security, process FORT records in AGPS.
  - 2.1 Add FORT Table
  - 2.2 Change FORT Table
  - 2.3 Delete FORT Table
  - 2.4 Inquire FORT Table

### 3 ESTABLISH AND MAINTAIN AGPS RECORD ACCESS AND MAINTENANCE

#### 3.1 Maintain Access Authority Table

**Overview**

The AGPS System Administrator has the responsibility to establish record access and maintenance authority by USERID for AGPS processing. This table establishes the agency for which a user will have access to that agency's records and maintenance authority for processing of agency records in AGPS. This is accomplished by use of BAAT.

**Inputs**

- Required screen ID
- Required agency code
- Required maintenance authorization indicator

**Outputs**

- Updated BAAT Table

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine AGPS user agency access and maintenance requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine USERID agency access and maintenance requirements.
  - b. You may, instead of a survey, wait until an agency identifies a USERID agency access and maintenance requirement to establish agency access for a specific USERID then add the requirement with BAAT.
2. Establish and maintain BAAT records in AGPS.

## INST 4: BAAT

- a. If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 1, Add/Change Access Authority Records, process BAAT records in AGPS.



Cross-ReferenceSteps

- 1.1 Add Access Authority Table
- 1.3 Change Access Authority Table
- 1.4 Delete Access Authority Table
- 1.5 Inquire Access Authority Table

## 3.2 Maintain Data Element Security

**Overview** The AGPS System Administrator has the responsibility to establish record data element security by USERID for AGPS processing. The access authority table is used to establish the data element security for specific processing screens or universal authority for all screens requiring use of the Authorization indicator by USERID for processing of agency records in AGPS. This is accomplished by use of BAAT.

**Inputs**

- Required screen ID
- Required authorization indicator

**Outputs**

- Updated BAAT Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS user data element security requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine USERID data element security requirements.
  - b. You may, instead of a survey, wait until an agency identifies a USERID data element security requirement then add the requirement with BAAT.
2. Establish and maintain BAAT records in AGPS.

#### INST 4: BAAT

- a. If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 1, Add/Change Access Authority Records, process BAAT records in AGPS.

#### 1.2 Establish Screen Processing Authority

### 3.3 Add Access Authority Group Code Table Record

**Overview** The AGPS System Administrator has the responsibility to establish group access authority by **Access Authority Group Code** for AGPS processing. The access authority group code table is used to establish the agency access by security group code for all AGPS users. This table is then used by AGPS for mass update of BAAT Table records. This is accomplished by use of BAAP.

**Inputs**

- Required **Access Authority Group Code**
- Required Access Keyword
- Required agency codes
- Required maintenance indicator

**Outputs**

- Updated BAAP and BAAT Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine **Access Authority Group Code Table** requirements then process BAAP. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine **Access Authority Group Code** profile agency access requirements.
  - b. You may, instead of a survey, wait until an agency identifies an **Access Authority Group Code** profile agency access requirement then add the requirement with BAAP.

INST 4: BAAT **Access Keyword** should be equal to a valid Universal Authority code in the BAAT Table.

2. Add BAAP records in AGPS.

ADMN 4: BAAP

- a. If you are not in the BAAP screen, type **BAAP** in the Function Line and press RETURN/ENTER.

**3.3 Add Access Authority Group Code Table Record**Cross-ReferenceSteps

- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. All data entry fields should be blanked and ADD inserted in the Function Line.
- c. Using the TAB Key, move to **Access Authority Group Code Profile** field and type desired profile code.
- d. Using the TAB Key, move to **Access Keyword** field and type desired access keyword.
- e. Using the TAB Key, move to Agency field and type desired agency code. May be wild card, e.g., 2xxxx.
- f. Using the TAB Key, move to Maintain field and type desired maintenance authorization indicator. Allowed entries are **Y** and **N**.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.4 Change Access Authority Group Code Table Record

**Overview** The AGPS System Administrator has the responsibility to maintain group access authority by **Access Authority Group Code** for AGPS processing. This is accomplished by use of BAAP.

**Inputs**

- Required **Access Authority Group Code**
- Required change to Access Keyword
- Required changes to agency codes
- Required changes to maintenance indicator

**Outputs**

- Updated BAAP and BAAT Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine <b>Access Authority Group Code Table</b> change requirements then process BAAP.
INST 4: BAAT	<b>Access Keyword</b> should be equal to a valid Universal Authority code in the BAAT Table.
	2. Change BAAP records in AGPS.
ADMN 4: BAAP	a. If you are not in the BAAP screen, type <b>BAAP</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB Key, move to <b>Access Authority Group Code Profile</b> field and type desired profile code.
	d. Press RETURN/ENTER. Requested BAAP record should be displayed.
	3. Type <b>CHANGE</b> in the Function Line.
	a. Using the TAB Key, move to <b>Access Keyword</b> field and type desired access keyword.

**3.4 Change Access Authority Group Code Table Record**Cross-ReferenceSteps

- b. Using the TAB Key, move to Agency field and type desired agency code. May be wild card, e.g., 2xxxx.
  - c. Using the TAB Key, move to Maintain field and type desired maintenance authorization indicator. Allowed entries are Y and N.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.5 Delete Access Authority Group Code Table Record

**Overview** The AGPS System Administrator has the capability to delete group access authority by **Access Authority Group Code** for AGPS processing. This is accomplished by use of BAAP.

**Inputs** • Required **Access Authority Group Code**

**Outputs** • Updated BAAP Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine **Access Authority Group Code Table(s)** to deleted then process BAAP.
2. Delete BAAP records in AGPS.
  - a. If you are not in the BAAP screen, type **BAAP** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB Key, move to **Access Authority Group Code Profile** field and type desired profile code.
  - d. Press RETURN/ENTER. Requested BAAP record should be displayed.
3. Type **DELETE** in the Function Line.
4. Press RETURN/ENTER.

ADMN 4: BAAP

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.6 Inquire Access Authority Group Code Table Record

**Overview** The AGPS System Administrator has the capability to inquire group access authority by **Access Authority Group Code** for AGPS processing. This is accomplished by use of BAAP.

**Inputs** • Required **Access Authority Group Code**

**Outputs** • Display of requested BAAP Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine **Access Authority Group Code Table(s)** to inquire then process BAAP.
2. Inquire BAAP records in AGPS.
  - a. If you are not in the BAAP screen, type **BAAP** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB Key, move to **Access Authority Group Code Profile** field and type desired profile code.
3. Press RETURN/ENTER.

ADMN 4: BAAP

**NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested BAAP record.



## 4 ESTABLISH AND MAINTAIN AGPS INSTALLATION TABLE

### 4.1 Maintain AGPS Installation Table

#### Overview

The AGPS System Administrator has the responsibility to establish the AGPS Installation Table global processing parameters for AGPS processing. This table establishes a file for assigning document numbers, establishing fiscal year parameters, global processing limits for purchase and variances for receipt/invoice/payment, etc. for processing in AGPS. This is accomplished by use of INST, INS2, and INS3 screens.

#### Inputs

- Required installation name
- Required installation parameters

#### Outputs

- Updated BINS Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS processing parameters as follows:

Installation Name  
Last Requisition  
Fiscal Year Begin Date  
Last Solicitation  
Fiscal Year End Date  
Last Contract  
Last Order Number  
Last Commodity Item  
Last CFMS Contract No  
Agency Requisition Grace Date  
Agency Requisition Begin Date  
Contract Release Order Grace Date  
Contract Release Order Begin Date  
Obligation Grace Date  
Obligation Begin Date  
Requisition Grace Date  
Requisition Begin Date  
No P.O. Copies  
Pay Grace Date  
Discount Period

Cross-ReferenceSteps

Batch Number  
 Buyer Dollar Limit  
 % Amount Variance for Award  
 Buyer Supervisor Dollar Limit  
 Not To Exceed Dollar Amount for Award  
 Unit Supervisor Dollar Limit  
 Receipt/Invoice/Payment % Variance  
 Not To Exceed Payment \$ Amount Variance  
 Asst Supervisor Dollar Limit  
 Bureau Supervisor Dollar Limit  
 Distribution Center Payment % Variance  
 Director, Division of Purchasing Dollar Limit  
 Distribution Center Payment Amount Dollar Limit  
 Delegated Purchase Authority Dollar Limit  
 Stock Replenishment Order Amount Variance Percentage  
 Contract Review \$ Limit  
 Low Dollar Order Dollar Limit  
 Stock Replenishment Order Not To Exceed Amount Variance Dollar Amount  
 Vendor Prompt Payment Discount Change indicator  
 Receiving/Invoicing/Payment Aging days  
 Allow All-In-One indicator  
 Receiving/Invoicing/Payment Grace days  
 Scheduled Payment Days  
 Late Delivery Aging Days  
 Payment Voucher Number Counter  
 Administrative Delay of Delivery Days  
 Movable Prop \$ Limit  
 Last File Number Buying Units 1 through 6  
 On-Line Award  
 Number of Lines Awarded  
 Number of Awarded Vendors  
 Last FACS Batch Number  
 2 Way Match  
 Cont. Override Edit  
 Item Level?  
 Contract UOM  
 Other Charge Limit

2. Establish BINS (Installation Table) records in AGPS.

**NOTE: IF THE INSTALLATION TABLE ALREADY EXISTS, SKIP TO STEP 5 BELOW IMMEDIATELY.**

<u>Cross-Reference</u>	<u>Steps</u>
ADMN 4: INST	<p>a. If you are not in the INST screen, type <b>INST</b> in the Function Line and press RETURN/ENTER.</p> <p><b>NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. <u>NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.</u></b></p> <ol style="list-style-type: none"><li>1. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. All data entry fields should be blanked and ADD inserted in the Function Line.</li><li>2. Using the TAB Key, move to the desired field and type desired data beginning with Installation Name.</li><li>3. Press RETURN/ENTER.</li></ol> <p><b>NOTE:</b> If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
ADMN 4: INS2	<p>b. If you are not in the INS2 screen, type <b>INS2</b> in the Function Line and press RETURN/ENTER.</p> <p><b>NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. <u>NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.</u></b></p> <ol style="list-style-type: none"><li>1. Type INQUIRE in the Function Line.</li><li>2. Using the TAB Key, move to Installation Name field and type desired installation name.</li><li>3. Press RETURN/ENTER. Requested Installation Name record should be displayed on the screen.</li></ol>

Cross-Reference	Steps
	<ol style="list-style-type: none"><li>4. Type CHANGE in the Function Line.</li><li>5. Using the TAB Key, move to the desired field and type desired data.</li><li>6. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
ADMN 4: INS3	<ol style="list-style-type: none"><li>c. If you are not in the INS3 screen, type <b>INS2</b> in the Function Line and press RETURN/ENTER.</li></ol> <p><b>NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. <u>NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.</u></b></p> <ol style="list-style-type: none"><li>1. Type INQUIRE in the Function Line.</li><li>2. Using the TAB Key, move to Installation Name field and type desired installation name.</li><li>3. Press RETURN/ENTER. Requested Installation Name record should be displayed on the screen.</li><li>4. Type CHANGE in the Function Line.</li><li>5. Using the TAB Key, move to the desired field and type desired data.</li><li>6. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

## Cross-Reference

## Steps

ADMN 4: INST

3. Maintain BINS (Installation Table) records in AGPS.

a. If you are not in the INST screen, type **INST** in the Function Line and press RETURN/ENTER.

**NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.**

1. Type INQUIRE in the Function Line.

2. Using the TAB Key, move to Installation Name field and type desired installation name.

3. Press RETURN/ENTER. Requested Installation Name record should be displayed on the screen.

4. Type CHANGE in the Function Line.

5. Using the TAB Key, move to the desired field and type desired data.

If...	Then...
Last Requisition	Type desired Last Requisition Number for processing in AGPS, i.e., 0001xxxxxx
FY Begin Date	Type desired Month and Day for beginning date of fiscal year, i.e., 0701
Last Solicitation	Type desired Last Solicitation Number for processing in AGPS, i.e., 000002xxxx
FY End Date	Type desired Month and Day for ending date of fiscal year, i.e., 0630

Cross-ReferenceSteps

If...	Then...
Last Contract	Type desired Last Contract Number for processing in AGPS, i.e., 000005xxxx
Last Batch Date	MAINTAINED BY THE SYSTEM
Last Order Number	Type desired Last Order Number for processing in AGPS, i.e., 0003xxxxxx
Last Batch Successful indicator	MAINTAINED BY THE SYSTEM
Last Commodity Item	Type desired Last Commodity Item number, i.e., 02xxxx  Inquire the COMM screen to determine last commodity item number used in AGPS to prevent duplication of items.
Last CFMS Contract No	Type desired last CFMS Contract number to be used by the system for processing of CFMS Transactions
AGY Req Grace Date	Type desired grace date (end date after start of fiscal year that prior fiscal year records may be processed), i.e., 0801
AGY Req Begin Date	Type desired begin date (begin date prior to start of next fiscal year that next fiscal year records may be processed in current fiscal year), i.e., 0601
CRO Grace Date	Type desired grace date (end date after start of fiscal year that prior fiscal year records may be processed), i.e., 0801

Cross-Reference

Steps

If...	Then...
CRO Begin Date	Type desired begin date (begin date prior to start of next fiscal year that next fiscal year records may be processed in current fiscal year), i.e., 0601
Oblig. Grace Date	Type desired grace date (end date after start of fiscal year that prior fiscal year records may be processed), i.e., 0801
Oblig. Begin Date	Type desired begin date (begin date prior to start of next fiscal year that next fiscal year records may be processed in current fiscal year), i.e., 0601
Req Grace Date	Type desired grace date (end date after start of fiscal year that prior fiscal year records may be processed), i.e., 0801
Requisition Begin Date	Type desired begin date (begin date prior to start of next fiscal year that next fiscal year records may be processed in current fiscal year), i.e., 0601
No. P.O. Copies	Type desired number of extra copies of a printed order
Pay Grace Date	Type desired grace date (end date after start of fiscal year that prior fiscal year payment documents may be processed)
Discount Period	Type desired discount period number of days of prompt payment period below which offered prompt payment periods will not be considered in bid tabulation processing

## Cross-Reference

## Steps

If...	Then...
AGPS Trans ID	MAINTAINED BY THE SYSTEM

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## ADMN 4: INS2

- b. If you are not in the INS2 screen, type **INS2** in the Function Line and press RETURN/ENTER.

**NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.**

1. Type INQUIRE in the Function Line.
2. Using the TAB Key, move to Installation Name field and type desired installation name.
3. Press RETURN/ENTER. Requested Installation Name record should be displayed on the screen.
4. Type CHANGE in the Function Line.
5. Using the TAB Key, move to the desired field and type desired data.

If...	Then...
Batch Number	MAINTAINED BY THE SYSTEM



Cross-ReferenceSteps

If...	Then...
Buyer \$ Limit	Type desired buyer processing dollar threshold above which an approval will be created
% Amt Var Award	Type desired percentage that award will be permitted to exceed pre-encumbrance of funds
Buyer Supv \$ Limit	Type desired supervisor procurement specialist processing dollar threshold above which an approval will be created
\$ NTE Amt Award	Type desired dollar limit the automated award process will be permitted to exceed the estimated amount of a requisition for setting of award flags (S) in the RVEN Table
Unit Supv \$ Limit	Type desired unit supervisor processing dollar threshold above which an approval will be created
% Var Rec/Inv/Pay	Type desired percentage of quantity variance that receipt/invoice quantity will be permitted to exceed order net quantity and percentage that payment amount will be permitted to exceed order net amount
Asst Supv \$ Limit	Type desired assistant supervisor processing dollar threshold above which an approval will be created

Cross-ReferenceSteps

If...	Then...
\$ NTE Amt Inv/Pay	Type desired dollar amount variance that payment amount will be permitted to exceed order net amount
Bureau Supv \$ Limit	Type desired bureau supervisor processing dollar threshold above which an approval will be created
% Var Dist Ctr	Type desired percentage of amount variance that payment amount will be permitted to exceed ordered amount for a distribution center item order
Director \$ Limit	Type desired director, division of purchasing processing dollar threshold above which an approval will be created
% NTE Amt Dist Ctr	Type dollar limit that a distribution center item order payment will not be permitted to exceed the original amount of the order
Delegated Purch \$ Limit	Type desired delegated purchase authority processing dollar threshold above which an approval will be created
% Amt Var Stk Replen	Type desired percentage of variance that award amount will be permitted to exceed estimated amount for a stock replenishment order
Low Dollar Order \$ Limit	Type desired dollar limit for processing local delivery orders and automatic receipt, invoice and payment records for local delivery orders

Cross-Reference

Steps

If...	Then...
\$ NTE Amt Stk Replen	Type desired dollar amount of variance that award amount will be permitted to exceed estimated amount for a stock replenishment order
Contract Review \$ Limit	Type desired dollar limit for professional service contracts above which an approval will be created
Allow Vend Disc To Chg	Type Y if prompt payment discount of an order may be changed on the OINV (Order Invoice) record if more favorable than discount offered on the order, else, type N, not allowed
REC/INV/PAY Aging Days	Type the desired number of days after which unprocessed receipts, invoice and payments will appear on the Aging Reports for Receipts, Invoices and Payments
Allow All-In-One	This indicator is used to indicate if on entering an order invoice record (OINV), corresponding receipt and payment records will be automatically created; enter Y if permitted, N if not permitted for OINV at status code 640
REC/INV/PAY Grace Days	Type the desired number of days after contract end ordering period that a receipt, invoice or payment may be processed for order document types BPC and BPV

Cross-ReferenceSteps

If...	Then...
Sched Payment Days	Type desired number of days of prompt payment net period for processing in AGPS to be used in absence of a vendor offered discount period
Late Delvry Aging Days	Type the desired number of days after the scheduled delivery date that an order is considered to be late and will appear on the late delivery report
Payment Voucher Number	Type the desired beginning payment voucher counter number to be used for processing payment approvals to accounting
Admin Delay Deliv Days	Type the desired number of days of administrative delay to be used for determining the scheduled delivery date of an order
Movable Prop \$ Limit	Type desired dollar limit for identification of a movable property item above which a movable property record will be created

Cross-ReferenceSteps

If...	Then...
Cont Override Edit	Type desired contract override edit indicator. Type Y to indicate that user can bypass contract if approved by State Purchasing. A warning will be issued when a contract commodity item is added to a non-contract release document type. Type N to indicate that the state contract must be used. An error will be issued forcing user to order from the state contract.
Item Level?	Type the desired item level indicator. Type Y to indicate that a commodity item number must be entered. Type N to indicate that user can buy at the class/sub-class level.
Contract UOM	Type the desired contract UOM indicator. Type Y to indicate that the unit of measure is used to determine if the commodity requested is on contract. If a different unit of measure is requested, user is allowed to bypass the contract. Type N to indicate that the unit of measure is not used to determine if the commodity requested is on contract (only the commodity code is used). If the commodity code is on contract, user will receive either an error or warning that the commodity is on contract.

## Cross-Reference

## Steps

If...	Then...
Other Charge Limit	Type desired dollar limit for the total of the Other Charges allowed on an invoice (OINV) above which an error will be invoked.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

ADMN 4: INS3

- c. If you are not in the INS3 screen, type **INS2** in the Function Line and press RETURN/ENTER.

**NOTE: The Installation Table maintenance screens are under VIEWGTP0 control in the FORT Table. Because of this, all Functions used for maintenance must be spelled out, i.e., CHANGE, INQUIRE, DELETE, etc.. NEVER USE FUNCTION LETTERS, i.e., I, C, D etc. WHEN PROCESSING INST, INS2, OR INS3 SCREENS.**

1. Type INQUIRE in the Function Line.
2. Using the TAB Key, move to Installation Name field and type desired installation name.
3. Press RETURN/ENTER. Requested Installation Name record should be displayed on the screen.
4. Type CHANGE in the Function Line.
5. Using the TAB Key, move to the desired field and type desired data.

Cross-ReferenceSteps

If...	Then...
Last File Number Buying Unit 1	Type desired Last File Number for Buying Unit 1 for processing in AGPS, i.e. 3001
Last File Number Buying Unit 2	Type desired Last File Number for Buying Unit 2 for processing in AGPS, i.e. 3001
Last File Number Buying Unit 3	Type desired Last File Number for Buying Unit 3 for processing in AGPS, i.e. 3001
Last File Number Buying Unit 4	Type desired Last File Number for Buying Unit 4 for processing in AGPS, i.e. 3001
Last File Number Buying Unit 5	Type desired Last File Number for Buying Unit 5 for processing in AGPS, i.e. 3001
Last File Number Buying Unit 6	Type desired Last File Number for Buying Unit 6 for processing in AGPS, i.e. 3001
On-Line Award	Type Y if the creation of on-line purchase orders from a solicitation will be allowed, type N, not allowed
Number of Lines Awarded	Type desired number of lines limit that will be allowed for the creation of an on-line purchase order from a solicitation
Number of Awarded Vendors	Type desired number of vendors limit that will be allowed for the creation of an on-line purchase order from a solicitation
Last FACS Batch Number	Type desired last FACS batch number for processing in AGPS

Cross-ReferenceSteps

If...	Then...
2 Way Match	Type Y if a two-way match process will be allowed for processing payments to accounting, type N, not allowed

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.



## 5 ESTABLISH AND MAINTAIN AGPS INSTALLATION REFERENCE TABLES

### 5.1 Maintain AGPS Holiday Table

#### Overview

The AGPS System Administrator has the responsibility to establish the AGPS Holiday Table or non-work days for AGPS processing. This table establishes a file for identifying non-work days by calendar year and julian date. This is accomplished by use of the BHOL screen.

#### Inputs

- Required calendar year
- Required Julian date

#### Outputs

- Updated BHOL Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine non-work days for processing in AGPS. This Table will be used by processing programs for scheduling purposes to ensure that delivery or processing requirement is not scheduled on a non-work day.
2. Establish and maintain BHOL records in AGPS.
  - a. If you are not in the BHOL screen, type **BHOL** in the Function Line and press RETURN/ENTER.
  - b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 2, Add/Change Holiday Records, process BHOL records in AGPS.
    - 2.1 Add Holiday Table
    - 2.2 Delete Holiday Table
    - 2.3 Inquire Holiday Table

INST 4: BHOL

## 5.2 Maintain AGPS Individual Approval Table

### Overview

The AGPS System Administrator has the responsibility to establish the AGPS Installation Approval records for all required approvals to be used by AGPS processes. This is accomplished by use of the BAPV screen.

### Inputs

- Required approval type
- Required approval category
- Required approval sequence
- Required approval agency
- Required approver USERID
- Required alternate approver USERID (optional)

### Outputs

- Updated BAPV Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS approver requirements, types, categories, etc. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine approval/approver requirements.
  - b. You may, instead of a survey, wait until an agency identifies an approval/approver requirement to establish Installation Approval Table records, then add the requirement(s) with BAPV.
2. Establish and maintain BAPV records in AGPS.

#### EAP 4: BAPV

- a. If you are not in the BAPV screen, type **BAPV** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 13, Electronic Approvals Processing, Chapter 2, Paragraph 1, Add/Change Agency Approvers, process BAPV records in AGPS.

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**5.2 Maintain AGPS Individual Approval Table**

- 1.1 Add Installation Approval Table
- 1.2 Change Installation Approval Table
- 1.3 Delete Installation Approval Table
- 1.4 Inquire Installation Approval Table

## 5.3 Maintain AGPS Multiple Approval Table Records

**Overview** The AGPS System Administrator has the capability to maintain approver and/or status for multiple Approval Table records with a single screen. This is accomplished by use of the BAPM screen.

**Inputs**

- Required approver USERID
- Required approval status

**Outputs**

- Updated BAPV Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine changes to AGPS approver requirements, approvers and status. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine changes to approval/approver requirements.
  - b. You may, instead of a survey, wait until an agency identifies a change to an approval/approver requirement to change Installation Approval Table records, then make the change with BAPM.
2. Maintain BAPV records in AGPS with BAPM.

#### EAP 4: BAPM

- a. If you are not in the BAPM screen, type **BAPM** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 13, Electronic Approvals Processing, Chapter 2, Paragraph 2, Maintain Multiple Agency Approvers, update BAPV records in AGPS with BAPM.

#### 2.1 Maintain Multiple Installation Approvers

## 5.4 Maintain AGPS Approvals Sequencing

**Overview** The AGPS System Administrator has the capability to maintain the sequence in which a required approval will be build in the Approval Database. This is accomplished by use of the BAPR screen.

**Inputs**

- Required approval stage
- Required approval type

**Outputs**

- Updated BAPR Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS approval sequencing requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine approval sequence requirements.
  - b. You may, instead of a survey, wait until an agency identifies an approval sequence requirement to change Installation Approval Sequence Table records, then process with BAPR.
2. Maintain BAPR records in AGPS.

#### EAP 4: BAPR

- a. If you are not in the BAPR screen, type **BAPR** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 13, Electronic Approvals Processing, Chapter 2, Paragraph 3, Sequence Approval Records By Stage Of Processing, process BAPR in AGPS.
  - 3.1 Add Installation Approval Sequence Table
  - 3.2 Change Installation Approval Sequence Table
  - 3.3 Delete Installation Approval Sequence Table
  - 3.4 Inquire Installation Approval Sequence Table

## 5.5 Maintain AGPS Region Codes

**Overview** The AGPS System Administrator has the responsibility to maintain the regions to be used for delivery for AGPS processing. This is accomplished by use of the BREG screen.

**Inputs**

- Required region code
- Required parish code

**Outputs**

- Updated BREG Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS region code requirements, region code to be used and parish codes for that region. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine region code requirements.
  - b. You may, instead of a survey, wait until an agency identifies a region code requirement, then process with BREG.
2. Establish and maintain BREG records in AGPS.

#### INST 4: BREG

- a. If you are not in the BREG screen, type **BREG** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 3, Add/Change Region Code Records, process BREG in AGPS.
  - 3.1 Add Regions Code Table
  - 3.2 Delete Regions Code Table
  - 3.3 Inquire Regions Code Table

## 5.6 Maintain AGPS Standards Table

### Overview

The AGPS System Administrator has the responsibility to maintain the standards table for scheduling purposes required for AGPS processing. This is accomplished by use of the BSTD screen.

### Inputs

- Required document type
- Required nature of purpose
- Required processing step number of days

### Outputs

- Updated BSTD Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS processing standards requirements for processes initiated within AGPS, e.g., scheduling of a solicitation. This may be accomplished by the following method(s).
  - a. You may perform a survey of all agencies or a specific agency to determine scheduling requirements.
  - b. You may, instead of a survey, wait until an agency identifies a scheduling requirement, then process with BSTD.
2. Establish and maintain BSTD records in AGPS.

#### INST 4: BSTD

- a. If you are not in the BSTD screen, type **BSTD** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 4, Add/Change Scheduling Standards Records, process BSTD in AGPS.
  - 4.1 Add Standards Table
  - 4.2 Change Standards Table
  - 4.3 Delete Standards Table
  - 4.4 Inquire Standards Table

## 5.7 Maintain AGPS Tables Table

**Overview** The AGPS System Administrator has the responsibility to maintain the tables table for identifying all processing codes required AGPS processing, e.g., status code, agency type code, etc. This is accomplished by use of the BTAB screen.

**Inputs**

- Required type table
- Required table entry
- Required table entry title

**Outputs**

- Updated BTAB Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS processing codes requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS processes or a specific process to determine processing code requirements.
  - b. You may, instead of a survey, wait until a process failure identifies a processing code requirement, then establish and maintain with BTAB.
2. Establish and maintain BTAB records in AGPS.

#### INST 4: BTAB

- a. If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 1, Installation Tables Maintenance, Chapter 2, Paragraph 5, Add/Change Tables Table Records, process BTAB in AGPS.
  - 5.1 Add Tables Table
  - 5.2 Change Tables Table
  - 5.3 Delete Tables Table
  - 5.4 Inquire Tables Table



## 5.8 Maintain Document Type Matrix Table

### Overview

The AGPS System Administrator has the responsibility to maintain the document type matrix table to be used by the system/programs for all document processing in AGPS. This is accomplished by use of the BMAT screen. **THIS SCREEN IS NOT SUPPORTED BY AN EDIT/PROCESS PROGRAM. THEREFORE, ALL FUNCTIONS MUST BE SPELLED, E.G., CHANGE (NOT C), INQUIRE (NOT I), ETC. ADDITIONALLY, INQUIRE THE RECORD BEFORE MAKING ANY CHANGE(S) TO THE RECORD.**

### Inputs

- Required document type
- Required solicitation code
- Required award code
- Required award document type
- Required entries as stated below

### Outputs

- Updated BMAT Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS processing document types and solicitation/award code combination requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS processes or a specific process to determine processing code requirements.
  - b. You may, instead of a survey, wait until a process failure identifies a processing code requirement, then establish and maintain with BMAT.

#### INST 4: BTAB

**APPR TYPE** must be a valid entry in BTAB Table IA (Installation Approvals).

**AWD CODE** must be a valid entry in BTAB Table OC (Award Codes).

**AWD DOC** must be a valid entry in BTAB Table DT (Document Types).

2. Establish and maintain BMAT records in AGPS.

Cross-Reference	Steps
ADMN 4: BMAT	<ol style="list-style-type: none"> <li>a. If you are not in the BMAT screen, type <b>BMAT</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen entry fields should be cleared (blanked) and ADD inserted in the Function Line.</li> <li>c. Using the TAB key, move to DOC TYPE field and type the desired document type. To begin the process the user will type the requisition document type. If entry is for an award document type, type the solicitation document type. If entry is for a direct entry order or contract, type the order or contract document type.</li> <li>d. Using the TAB key, move to SOL CD field and type the desired solicitation code to be used for that requisition, solicitation, order or contract document type entered in DOC TYPE. If not applicable, leave blank.</li> <li>e. Using the TAB key, move to AWD CD field and type desired award code to be used for that requisition, solicitation, order or contract document type entered in DOC TYPE. If not applicable, leave blank.</li> <li>f. Using the TAB key, move to AWD DOC field and type desired award document code. If DOC TYPE is a requisition document type, type the required solicitation document type else leave blank. If DOC TYPE is a solicitation document type, type the resulting award document type for order or contract. If DOC TYPE is an order or contract document type, type AWD DOC equal DOC TYPE.</li> <li>g. Using the TAB key, move to T-3 P/A field and type desired type 3 (central purchase) purchase agency. If not required, leave blank.</li> <li>h. Using the TAB key, move to DIR PAY field and type desired indicator; Y (Yes) - direct pay agency required or N (No) - not applicable.</li> <li>i. Using the TAB key, move to Processing Limit and type desired dollar processing limit for the document type entered in AWD DOC. If a processing limit does not apply, leave blank.</li> <li>j. Using the TAB key, move to DIR ENT field and type desired indicator; Y (Yes) - AWD DOC is a direct entry contract/order document type or N (No) - not applicable.</li> </ol>

Cross-Reference	Steps
	<ol style="list-style-type: none"> <li>k. Using the TAB key, move to PRT DOC field and type desired indicator; Y (Yes) - AWD DOC is a printable document type or N (No) - AWD DOC will not print.</li> <li>l. Using the TAB key, move to PRT O/L field and type desired indicator; Y (Yes) - AWD DOC will print on-line or N (No) - AWD DOC will not print on-line.</li> <li>m. Using the TAB key, move to TYPE INTF field and type desired accounting interface requirement; O (On-Line), B (Batch), or N (None).</li> <li>n. Using the TAB key, move to ACCT REQD field and type desired indicator; Y (Yes) - AWD DOC requires that an accounting distribution record (RACG, OACG, OCAC) exist for processing or N (No) - AWD DOC does not require an accounting distribution record.</li> <li>o. Using the TAB key, move to TYPE AWD field and type desired indicator; O (Order) or C (Contract). If not applicable, leave blank.</li> <li>p. Using the TAB key, move to APPR TYPE field and type desired approval type required for processing of AWD DOC. If not applicable, leave blank.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Press RETURN/ENTER.  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</li> <li>4. Inquire BMAT records in AGPS.</li> </ol>
ADMN 4: BMAT	<ol style="list-style-type: none"> <li>a. If you are not in the BMAT screen, type <b>BMAT</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>INQUIRE</b> in the Function Line.</li> <li>c. Using the TAB key, move to DOC TYPE field and type the desired document type.</li> <li>d. Using the TAB key, move to SOL CD field and type the desired solicitation code.</li> </ol>

Cross-Reference	Steps
ADMN 4: BMAT	<ol style="list-style-type: none"> <li>e. Using the TAB key, move to AWD CD field and type desired award code..</li> <li>f. Using the TAB key, move to AWD DOC field and type desired award document code.</li> </ol>
	5. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.
	6. Change BMAT records in AGPS.
	<ol style="list-style-type: none"> <li>a. If you are not in the BMAT screen, type <b>BMAT</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>INQUIRE</b> in the Function Line.</li> <li>c. Using the TAB key, move to DOC TYPE field and type the desired document type.</li> <li>d. Using the TAB key, move to SOL CD field and type the desired solicitation code.</li> <li>e. Using the TAB key, move to AWD CD field and type desired award code.</li> <li>f. Using the TAB key, move to AWD DOC field and type desired award document code.</li> </ol>
	7. Type <b>CHANGE</b> in the Function Line.
	<ol style="list-style-type: none"> <li>a. Using the TAB key, move to desired field and type desired change.</li> </ol>
	8. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference	Steps
ADMN 4: BMAT	9. Delete BMAT records in AGPS.
	a. If you are not in the BMAT screen, type <b>BMAT</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to DOC TYPE field and type the desired document type.
	d. Using the TAB key, move to SOL CD field and type the desired solicitation code.
	e. Using the TAB key, move to AWD CD field and type desired award code..
	f. Using the TAB key, move to AWD DOC field and type desired award document code.
	10. Type <b>DELETE</b> in the Function Line.
	11. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 6 ESTABLISH AND MAINTAIN AGPS/GFS INTERFACE RECORDS

### 6.1 Maintain AGPS Accounting Distribution Labels

**Overview** The AGPS System Administrator has the responsibility to establish the AGPS Accounting Distribution Labels to be used for AGPS Accounting Distribution Table (RACG, OACG, OCAC) processing. This is accomplished by use of the BLBL screen.

**Inputs**

- Required Department Financial
- Required labels

**Outputs**

- Updated BLBL Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS accounting distribution label requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS agencies or a specific agency to determine accounting distribution label requirements.
  - b. You may, instead of a survey, wait until an agency identifies an accounting distribution label requirement, then establish and maintain with BLBL.
2. Establish and maintain BLBL records in AGPS.

#### INTF 4: BLBL

- a. If you are not in the BLBL screen, type **BLBL** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 14, AGPS/GFS Interface Processing, Chapter 2, Paragraph 2, Accounting Labels, process BLBL records in AGPS.
  - 2.1 Add Accounting Distribution Label Table Record
  - 2.2 Change Accounting Distribution Label Table Record
  - 2.3 Delete Accounting Distribution Label Table Record
  - 2.4 Inquire Accounting Distribution Label Table Record

## 6.2 Maintain AGPS Cross-Walk Records

**Overview** The AGPS System Administrator has the responsibility to establish the AGPS Accounting Distribution Cross-Walk Tables to be used for AGPS Accounting Distribution Table (RACG, OACG, OCAC) processing. This is accomplished by use of the OWLK and XWLK screen.

**Inputs**

- Required Executive Agency
- Required agency object/sub-object code(s)
- Required central object/sub-object code(s)
- Required agency accounting distribution code(s)
- Required central accounting distribution code(s)

**Outputs**

- Updated OWLK and XWLK Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS accounting distribution cross-walk requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS agencies or a specific agency to determine accounting distribution cross-walk requirements.
  - b. You may, instead of a survey, wait until an agency identifies an accounting distribution cross-walk requirement, then establish and maintain with OWLK and XWLK.
2. Establish and maintain OWLK and XWLK records in AGPS.

INTF 4: OWLK

INTF 4: XWLK

- a. If you are not in the OWLK/XWLK screen, type **OWLK/XWLK** in the Function Line and press RETURN/ENTER.
- b. Following the procedures in Section 14, AGPS/GFS Interface Processing, Chapter 2, Paragraph 3, Cross-Walk Records, process OWLK and/or XWLK records in AGPS.

Cross-ReferenceSteps

- 3.1 Add OWLK Records
- 3.2 Delete OWLK Records
- 3.3 Inquire OWLK Records
- 3.4 Convert OWLK To New Fiscal Year
- 3.5 Add XWLK Records
- 3.6 Delete XWLK Records
- 3.7 Inquire XWLK Records
- 3.8 Convert XWLK To New Fiscal Year



## 7 ESTABLISH AND MAINTAIN AGPS LEAFING AND PROFILING

### 7.1 Add AGPS Leaf Table

**Overview** The AGPS System Administrator has the responsibility to establish the AGPS Leaf Table to be used for AGPS processing. This is accomplished by use of the LEAF screen.

**Inputs**

- Required transaction ID
- Required data element naming
- Required data element length
- Required data element starting position within the record

**Outputs**

- Updated LEAF Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine AGPS leafing requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine leafing requirements.
  - b. You may, instead of a survey, wait until normal processing identifies a leafing requirement, then establish and maintain with LEAF.
2. Establish LEAF records in AGPS.

##### ADMN 4: LEAF

- a. If you are not in the LEAF screen, type **LEAF** in the Function Line and press RETURN/ENTER.
- b. Type **A** in the Action Line.
- c. Using the TAB Key, move to Code field and type desired screen ID.
- d. Using the TAB Key, move to Name field and type desired data element name.

## Cross-Reference

## Steps

If...	Then...
First name	Type name = <b>ACTLINE</b>
Not first name	Type desired name to identify the data element, e.g., requisition agency would be entered as REQAGCY  NOTE: If requisition agency is to be used on another screen, it should also be identified as REQAGCY
Last name to be entered	Type name = <b>015R</b>

- e. Using the TAB Key, move to BGN field and type the beginning character position number for the named data element from the parent record TABLAY, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) would have a BGN (beginning character position) of 0011.

If...	Then...
Name is <b>ACTLINE</b>	Type BGN = <b>022L</b>
Name is <b>015R</b>	Type BGN = <b>MENU</b>

- f. Using the TAB Key, move to LEN field and type desired named data element length, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) and a BGN (beginning character position) of 0011, the LEN (length) would be 005.

Cross-ReferenceSteps

If...	Then...
Name is <b>ACTLINE</b> and BGN is <b>022L</b>	Type LEN = <b>224</b>
Name is <b>015R</b> and BGN is <b>MENU</b>	Leave LEN = blank  NOTE: If there are any entries after a BGN of <b>MENU</b> , space out all remaining entries

- g. Repeat Steps c. through f. above until NAME is **015R** and BGN is **MENU**.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 7.2 Change AGPS Leaf Table

**Overview** The AGPS System Administrator has the responsibility to maintain the AGPS Leaf Table to be used for AGPS processing. This is accomplished by use of the LEAF screen.

**Inputs**

- Required transaction ID
- Required change to data element naming
- Required change to data element length
- Required change to data element starting position within the record

**Outputs**

- Updated LEAF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS leafing change requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine leafing change requirements.
  - b. You may, instead of a survey, wait until normal processing identifies a leafing change requirement, then maintain with LEAF.
2. Change LEAF records in AGPS.
  - a. If you are not in the LEAF screen, type **LEAF** in the Function Line and press RETURN/ENTER.
  - b. Type **S** in the Action Line.
  - c. Using the TAB Key, move to Code field and type desired screen ID.
  - d. Press RETURN/ENTER. Requested LEAF Table record should be displayed.
3. Type **C** in the Action Line.

ADMN 4: LEAF

## Cross-Reference

## Steps

- a. Using the TAB Key, move to Name field and type desired data element name.

If...	Then...
First name	Type name = <b>ACTLINE</b>
Not first name	Type desired name to identify the data element, e.g., requisition agency would be entered as REQAGCY  NOTE: If requisition agency is to be used on another screen, it should also be identified as REQAGCY
Last name to be entered	Type name = <b>015R</b>

- b. Using the TAB Key, move to BGN field and type the beginning character position number for the named data element from the parent record TABLAY, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) would have a BGN (beginning character position) of 0011.

If...	Then...
Name is <b>ACTLINE</b>	Type BGN = <b>022L</b>
Name is <b>015R</b>	Type BGN = <b>MENU</b>

- c. Using the TAB Key, move to LEN field and type desired named data element length, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) and a BGN (beginning character position) of 0011, the LEN (length) would be 005.

Cross-ReferenceSteps

If...	Then...
Name is <b>ACTLINE</b> and BGN is <b>022L</b>	Type LEN = <b>224</b>
Name is <b>015R</b> and BGN is <b>MENU</b>	Leave LEN = blank  NOTE: If there are any entries after a BGN of <b>MENU</b> , space out all remaining entries

- d. Repeat Steps a. through c. above until NAME is **015R** and BGN is **MENU**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 7.3 Delete AGPS Leaf Table

**Overview** The AGPS System Administrator has the responsibility to delete the AGPS Leaf Table if no longer required for AGPS processing. This is accomplished by use of the LEAF screen.

**Inputs** • Required transaction ID

**Outputs** • Updated LEAF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS leaf table to be deleted. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine if the leaf table should be deleted.
  - b. You may, instead of a survey, wait until normal processing identifies a leaf table to be deleted, then maintain with LEAF.
2. Delete LEAF records in AGPS.
  - a. If you are not in the LEAF screen, type **LEAF** in the Function Line and press RETURN/ENTER.
  - b. Type **S** in the Action Line.
  - c. Using the TAB Key, move to Code field and type desired screen ID.
  - d. Press RETURN/ENTER. Requested LEAF Table record should be displayed.
3. Type **D** in the Action Line.
4. Press RETURN/ENTER.

ADMN 4: LEAF

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 7.4 Inquire AGPS Leaf Table

**Overview** The AGPS System Administrator has the capability to inquire the AGPS Leaf Table required for AGPS processing. This is accomplished by use of the LEAF screen.

**Inputs** • Required transaction ID

**Outputs** • Display of requested LEAF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

ADMN 4: LEAF

1. Determine AGPS leaf table to be inquired.
2. Inquire LEAF records in AGPS.
  - a. If you are not in the LEAF screen, type **LEAF** in the Function Line and press RETURN/ENTER.
  - b. Type **S** in the Action Line.
  - c. Using the TAB Key, move to Code field and type desired screen ID.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.



## 7.5 Add AGPS Profile Table

**Overview** The AGPS System Administrator has the responsibility to establish the AGPS Profile Table to be used for AGPS processing. This is accomplished by use of the PROF screen.

**Inputs**

- Required profile type
- Required profile ID
- Required profile subid
- Required profile value
- Required CRTID
- Required CRT type
- Required CRT occurrences
- Required CRT status
- Other required data as stated below

**Outputs**

- Updated PROF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS profile requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine profile requirements.
  - b. You may, instead of a survey, wait until normal processing identifies a profile requirement, then establish and maintain with PROF.
2. Establish PROF records in AGPS.

ADMN 4: PROF

- a. If you are not in the PROF screen, type **PROF** in the Function Line and press RETURN/ENTER.

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>b. Type <b>A</b> in the Action Line.</li><li>c. Using the TAB Key, move to Profile Type field and type <b>P</b> for screen profile or <b>S</b> for a Menu profile.</li><li>d. Using the TAB Key, move to Profile ID field and type desired screen name or Menu name, e.g., RLI2 or MRQM.</li><li>e. Using the TAB Key, move to SUBID field and blank out any entry.</li><li>f. Using the TAB Key, move to Profile Value field and type in the second position a period (.).</li><li>g. Using the TAB Key, move to Profile Tab# field and type <b>0049</b>.</li><li>h. Using the TAB Key, move to Status Tab# field and type <b>0049</b>.</li><li>i. Using the TAB Key, move to XREF Tab# field and type <b>0049</b>.</li><li>j. Using the TAB Key, move to Suffix field and type <b>Y</b>.</li><li>k. Using the TAB Key, move to Leaf ID field and type Leaf Table screen identification to be used for leafing by this screen.</li><li>l. Using the TAB Key, move to Top CRT field and type initiating Menu ID, e.g., <b>MRQM</b>, if Profile ID is for a screen or <b>CAPS</b> if Profile ID is Menu.</li><li>m. Using the TAB Key, move to Main CRT field and type screen ID to be returned at end of the chain. This should be identical to the first CRTID listed in the chain (group).</li><li>n. Using TAB Key, move to Position field and <b>space out</b> if Profile ID is a screen or type <b>01</b> if Profile ID is a Menu.</li><li>o. Using TAB Key, move to Terminal field and <b>space out</b> if Profile ID is a screen or type <b>#015</b> if Profile ID is a Master Menu, e.g., MRQM.</li><li>p. Using TAB Key, move to CRTID field and type desired CRTID to be included in the profile, e.g., RLI2, RQS4, SDOC, etc.</li><li>q. Using TAB Key, move to CRT Type field and type <b>0</b>.</li></ul>

Cross-ReferenceSteps

- r. Using TAB Key, move to CRT Occurrences field and type desired occurrences.

If...	Then...
Limiting number of screens successfully processed with inserted records before automatically going on to the next screen	Type Occurrences = <b>01-98</b>
Indefinite number of screens may be successfully processed with inserts without going on to the next screen	Type Occurrences = <b>00</b>
Handle ADDS and INSERTS like vanilla MTI A (Add), i.e. without X'ing the screen (clearing screen except for key fields) in preparation for another add ( <b>MOST COMMONLY USED for processing screens with Add/Change/Delete capability</b> )	Type Occurrences = <b>99</b>

- s. Using TAB Key, move to Status field and type N.
- t. Repeat Steps p. through s. above until all desired CRTIDs (screens/menus) have been entered.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 7.6 Change AGPS Profile Table

**Overview** The AGPS System Administrator has the responsibility to maintain the AGPS Profile Table to be used for AGPS processing. This is accomplished by use of the PROF screen.

**Inputs**

- Required profile type
- Required profile ID
- Required profile subid
- Required profile value
- Required change to CRTID
- Required change to CRT type
- Required change to CRT occurrences
- Required change to CRT status
- Other changes to required data as stated below

**Outputs**

- Updated PROF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS profile change requirements. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine profile change requirements.
  - b. You may, instead of a survey, wait until normal processing identifies a profile change requirement, then maintain with PROF.
2. Change PROF records in AGPS.

ADMN 4: PROF

- a. If you are not in the PROF screen, type **PROF** in the Function Line and press RETURN/ENTER.

Cross-Reference	Steps
	<ul style="list-style-type: none"> <li>b. Type <b>S</b> in the Action Line.</li> <li>c. Using the TAB Key, move to Profile Type field and type <b>P</b> for screen profile or <b>S</b> for a Menu profile.</li> <li>d. Using the TAB Key, move to Profile ID field and type desired screen name or Menu name, e.g., RLI2 or MRQM.</li> <li>e. Using the TAB Key, move to SUBID field and blank out any entry.</li> <li>f. Using the TAB Key, move to Profile Value field and type in the second position a period (.).</li> <li>g. Press RETURN/ENTER. Requested PROF Table record should be displayed.</li> </ul>
	3. Type <b>C</b> in the Action Line.
	<ul style="list-style-type: none"> <li>a. Using the TAB Key, move to Profile Tab# field and type <b>0049</b>.</li> <li>b. Using the TAB Key, move to Status Tab# field and type <b>0049</b>.</li> <li>c. Using the TAB Key, move to XREF Tab# field and type <b>0049</b>.</li> <li>d. Using the TAB Key, move to Suffix field and type <b>Y</b>.</li> <li>e. Using the TAB Key, move to Leaf ID field and type Leaf Table screen identification to be used for leafing by this screen.</li> <li>f. Using the TAB Key, move to Top CRT field and type initiating Menu ID, e.g., <b>MRQM</b>, if Profile ID is for a screen or <b>CAPS</b> if Profile ID is Menu.</li> <li>g. Using the TAB Key, move to Main CRT field and type screen ID to be returned at end of the chain. This should be identical to the first CRTIF listed in the chain (group).</li> <li>h. Using TAB Key, move to Position field and <b>space out</b> if Profile ID is a screen or type <b>01</b> if Profile ID is a Menu.</li> <li>i. Using TAB Key, move to Terminal field and <b>space out</b> if Profile ID is a screen or type <b>#015</b> if Profile ID is a Master Menu, e.g., MRQM.</li> </ul>

## Cross-Reference

## Steps

- j. Using TAB Key, move to CRTID field and type desired CRTID to be included in the profile, e.g., RLI2, RQS4, SDOC, etc.
- k. Using TAB Key, move to CRT Type field and type **0**.
- l. Using TAB Key, move to CRT Occurrences field and type desired occurrences.

If...	Then...
Limiting number of screens successfully processed with inserted records before automatically going on to the next screen	Type Occurrences = <b>01-98</b>
Indefinite number of screens may be successfully processed with inserts without going on to the next screen	Type Occurrences = <b>00</b>
Handle ADDS and INSERTS like vanilla MTI A (Add), i.e. without X'ing the screen (clearing screen except for key fields) in preparation for another add ( <b>MOST COMMONLY USED for processing screens with Add/Change/Delete capability</b> )	Type Occurrences = <b>99</b>

- m. Using TAB Key, move to Status field and type **N**.
- n. Repeat Steps j. through m. above until all desired CRTIDs (screens/menus) changes have been entered.
- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 7.7 Delete AGPS Profile Table

**Overview** The AGPS System Administrator has the responsibility to delete the AGPS Profile Table if no longer required for AGPS processing. This is accomplished by use of the PROF screen.

**Inputs**

- Required profile type
- Required profile ID
- Required profile subid
- Required profile value

**Outputs**

- Updated PROF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS profile table to be deleted. This may be accomplished by the following method(s).
  - a. You may perform a survey of all AGPS screens or a specific screen to determine if the profile table should be deleted.
  - b. You may, instead of a survey, wait until normal processing identifies a profile table to be deleted, then maintain with PROF.
2. Delete PROF records in AGPS.

#### ADMN 4: PROF

- a. If you are not in the PROF screen, type **PROF** in the Function Line and press RETURN/ENTER.
- b. Type **S** in the Action Line.
- c. Using the TAB Key, move to Profile Type field and type **P** for screen profile or **S** for a Menu profile.
- d. Using the TAB Key, move to Profile ID field and type desired screen name or Menu name, e.g., RLI2 or MRQM.
- e. Using the TAB Key, move to SUBID field and blank out any entry.

Cross-ReferenceSteps

- f. Using the TAB Key, move to Profile Value field and type in the second position a period (.).
  - g. Press RETURN/ENTER. Requested PROF Table record should be displayed.
3. Type **D** in the Action Line.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.



## 7.8 Inquire AGPS Profile Table

**Overview** The AGPS System Administrator has the capability to inquire the AGPS Profile Table required for AGPS processing. This is accomplished by use of the PROF screen.

**Inputs**

- Required profile type
- Required profile ID
- Required profile subid
- Required profile value

**Outputs**

- Display of requested PROF Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS profile table to be inquired.
2. Inquire PROF records in AGPS.
  - a. If you are not in the PROF screen, type **PROF** in the Function Line and press RETURN/ENTER.
  - b. Type **S** in the Action Line.
  - c. Using the TAB Key, move to Profile Type field and type **P** for screen profile or **S** for a Menu profile.
  - d. Using the TAB Key, move to Profile ID field and type desired screen name or Menu name, e.g., RLI2 or MRQM.
  - e. Using the TAB Key, move to SUBID field and blank out any entry.
  - f. Using the TAB Key, move to Profile Value field and type in the second position a period (.).
3. Press RETURN/ENTER.

ADMN 4: PROF

Cross-ReferenceSteps

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NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

## 8 ESTABLISH AND MAINTAIN AGPS MESSAGE TEXT

### 8.1 Add Message Text Header Table

**Overview** The AGPS System Administrator has the responsibility to establish the AGPS Message Text Header Table for AGPS sign-on screen processing. This is accomplished by use of the BTXT screen.

**Inputs** • Required message text key

**Outputs** • Updated BTXT Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine AGPS message requirements.
2. Establish BTXT records in AGPS.
  - a. If you are not in the BTXT screen, type **BTXT** in the Function Line and press RETURN/ENTER.
  - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The data entry fields should be cleared and ADD inserted in the Function Line.
  - c. Using the TAB Key, move to Message Text Key field and type desired message text key to be used by the sign-on screen.
3. Press RETURN/ENTER.

ADMN 4: BTXT

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 8.2 Delete Message Text Header Table

**Overview** The AGPS System Administrator has the capability to delete AGPS Message Text Header Table records. This is accomplished by use of the BTXT screen.

**Inputs** • Required message text key

**Outputs** • Updated BTXT Table

### Completing The Procedure

#### Cross-Reference

#### Steps

ADMN 4: BTXT

1. Determine message text header table to be inquired.
2. Inquire BTXT records in AGPS.
  - a. If you are not in the BTXT screen, type **BTXT** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB Key, move to Message Text Key field and type desired message text key.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested BTXT record.

## 8.3 Inquire Message Text Header Table

**Overview** The AGPS System Administrator has the capability to inquire AGPS Message Text Header Table records. This is accomplished by use of the BTXT screen.

**Inputs** • Required message text key

**Outputs** • Display of requested BTXT Table record

### Completing The Procedure

#### Cross-Reference

#### Steps

ADMN 4: BTXT

1. Determine message text header table to be deleted.
2. Delete BTXT records in AGPS.
  - a. If you are not in the BTXT screen, type **BTXT** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB Key, move to Message Text Key field and type desired message text key.
  - d. Press RETURN/ENTER. Requested BTXT Table record should be displayed.
3. Type **DELETE** in the Function Line.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 8.4 Add Message Text Line Table

**Overview** The System Administrator has the responsibility to add message text line records for a valid message text header record. This is accomplished by the use of the BTLN screen.

**Inputs**

- Required message text key
- Required text

**Outputs**

- Updated BTLN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

ADMN 4: BTLN

1. Determine the message text header for which the user will add descriptive text.
2. Add BTLN record into AGPS.
  - a. If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Action Line.
  - c. Using the TAB key move to Message Text Key field and type desired message text key.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will format requested text record.

  - a. Type **C (CHANGE)** in the Action Line.
  - b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

## 8.5 Change Message Text Line Table

**Overview** The System Administrator is provided the capability to maintain message text for a valid message text header record. This is accomplished by the use of the BTLN screen.

**Inputs**

- Required message text key
- Required change to text

**Outputs**

- Updated BTLN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

ADMN 4: BTLN

1. Determine the message text key for which the user will change text and the required change to text.
2. Change BTLN record in AGPS.
  - a. If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Action Line.
  - c. Using the TAB key move to Message Text Key field and type desired message text key.
  - d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

  - a. Type **C (CHANGE)** in the Action Line.



Cross-ReferenceSteps

- b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

## 8.6 Delete/Insert Message Text Line Table

**Overview** The System Administrator is provided the capability to delete or insert lines of text for a valid message text header record. This is accomplished by the use of the BTLN and BTLN screens.

**Inputs**

- Required message text key
- Required change to text

**Outputs**

- Update BTLN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the message text key for which the user will change text and the required change to text.
2. Delete/Insert message text lines in BTLN records.
  - a. If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Action Line.
  - c. Using the TAB key move to Message Text Key field and type desired message text key.
  - d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text line record.

  - a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

## Cross-Reference

## Steps

- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

- 5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 8.7 Inquire Message Text Line Table

**Overview** The System Administrator is provided the capability to inquire message text for a message text header record. This is accomplished by the use of the BTLN screen.

**Inputs**

- Required message text key
- Required text action

**Outputs**

- Display of requested Message Text Line Table text

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the message text key for which the user will inquire text.
2. Inquire BTLN record text.

ADMN 4: BTLN

- a. If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Action Line.
  - c. Using the TAB key move to Message Text Key field and type desired message text key.
  - d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER.

**NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the message text line record should be displayed.